

Department of Health & Welfare Bureau of Facility Standards	Version Date: 7/29/04 Page 1 of 24	
Policy and Procedures Reference Guide	Yes = In Compliance No = Further Action	
Objective: Ensure that assisted living facilities have the systems in place to guide personnel in providing safe and appropriate services to facility residents that are consistent with the criteria in appropriate statute and rule.		
Specific Criteria	Yes	No
I. Resident Rights Does the facility have a policy that protects and promotes the rights of each resident, including the right to:		
1. Have a current a record of the specific information maintained (refer to §426) and made available to the resident upon request? [Title 39; 39-3316/39-3516 (1) and IDAPA 16.03.22.250.01]		
2. Privacy with regards to accommodations, medical, and other treatment, written and telephone communications, and visits and meetings of family and resident groups? [Title 39; 39-3316/39-3516 (2) and IDAPA 16.03.22.250.02]		
3. Humane care and environment to include the following: [Title 39; 39-3316/39 -3516 (3) and IDAPA 16.03.22.250.03]		
a. A diet which is consistent with any religious or health-related restrictions? [Title 39; 39-3316/39-3516 (3)(a)(i) and IDAPA 16.03.22.250.03.a]		
b. Refuse a restricted diet? [Title 39; 39-3316/39-3516 (3)(a)(ii) and IDAPA 16.03.22.250.03.b]		
c. Safe and sanitary living environment? [Title 39; 39-3316/39-3516 (3)(a)(iii) and IDAPA 16.03.22.250.03.c]		
4. Be treated with dignity and respect to include the following: [Title 39; 39-3316/39-3516 (3) and IDAPA 16.03.22.250.04]		
a. Courteous treatment by staff? [Title 39; 39-3316/39-3516 (3)(b)(i)] [IDAPA 16.03.22.250.04.a]		
b. Receive a response from the facility to any request of the resident within a reasonable time? [Title 39; 39-3316/39-3516 (3)(b)(ii) and IDAPA 16.03.22.250.04.b]		

c. Freedom from intimidation, manipulation, coercion, and exploitation? [IDAPA 16.03.22.250.04.c]		
5. Freedom from unwarranted use of behavior management programs and chemical and physical restraints? [IDAPA 16.03.22.250.05]		
6. Participate in a habilitation/training program if the resident qualifies, as determined by an assessment, if he/she desires to participate, and if the program is available? [IDAPA 16.03.22.250.06]		
7. Participate in the development of, review of, and changes to his/her negotiated service agreement? <u>Note:</u> Residents or their legal guardians must be advised of alternative courses of care and their consequences. The resident's preference about alternatives must be elicited and considered in the development of the negotiated service agreement. [IDAPA 16.03.22.250.07]		
8. Maintain personal possessions including: [Title 39; 39-3316/39-3516(4) and IDAPA 16.03.22.08]		
a. Wear his own clothing? [Title 39; 39-3316/39-3516(4)(a) and IDAPA 16.03.22.250.07]		
b. Determine his own dress and hair style? [Title 39; 39-3316/39-3516 (4)(b) and IDAPA 16.0322.250.07.b]		
c. Retain and use his own personal property in his own living area so as to maintain individuality and personal dignity? [Title 39; 39-3316/39-3516 (4)(c) and IDAPA 16.03.22.250.07.c]		
d. Be provided a separate storage area in his own living area and at least one (1) locked cabinet or drawer, if the resident is capable of managing lock and key, for keeping personal property? [Title 39; 39-3316/39-3516 (4)(d) and IDAPA 16.03.22.250.07.d]		

<p>9. Protection of personal Funds?</p> <p><u>Note:</u> Residents who are clients of the Department shall retain the basic allowance for their personal use. In addition, each client of the Department (Aid to the Aged, Blind, and Disabled (AABD)) is to retain the standard unearned income disregard allowed by the Department. The resident may pay the facility for personal laundry service using the income disregarded by the standard income disregard described in IDAPA 16.03.05, "Rules Governing Eligibility for Aid to the Aged, Blind, and Disabled". The resident is not required to use the facility's laundry service and may retain the disregarded income for their personal use.</p> <p>[Title 39; 39-3316/39-3516 (5) and IDAPA 16.03.22.250.09]</p>		
<p>10. Management of personal funds to include but not limited to the following?</p> <p><u>Note:</u> A facility shall not require a resident to deposit his personal funds with the facility. If the facility manages resident funds, the facility must account for the personal funds of the resident deposited with the facility.</p> <p>[Title 39; 39-3316/39-3516(6) and IDAPA 16.03.22.250.10]</p>		
<p>a. Does the resident give the facility written authorization to manage his funds?</p> <p>[Title 39; 39-3316/39-3516 (6) and IDAPA 16.03.22.250.10.a]</p>		
<p>b. Does the facility assure a full and complete accounting of each resident's personal funds, maintain a written record of all financial transactions involving each resident's personal funds deposited with the facility, and afford the resident, or legal guardian/conservator of the resident, reasonable access to such record?</p> <p>[Title 39; 39-3316/39-3516 (6)(b) and IDAPA 16.03.22.250.10.b]</p>		
<p>c. Does the facility deposit any amount of a resident's personal funds in excess of one hundred dollars (\$100) in an interest bearing account that is separate from any of the facility's operating accounts, and credit all interest earned on the separate account to the resident account?</p> <p>[Title 39; 39-3316/39-3516 (6)(a) and IDAPA 16.03.22.250.10.c]</p>		
<p>d. Does the facility maintain any other resident funds in a non-interest bearing account or petty cash fund?</p> <p>[Title 39; 39-3316/39-3516 (6)(a) and IDAPA 16.03.22.250.10.d]</p>		
<p>e. Does the facility assure that the resident has access to his personal funds during reasonable hours?</p> <p>[IDAPA 16.03.22.250.10.e]</p>		

<p>f. Upon the death of a resident with such an account who is not a client of the Department, does the facility promptly convey the resident's personal funds, with a final accounting of such funds, to the individual administering the resident's estate?</p> <p>[Title 39; 39-3316/39-3516 (6)(c) and IDAPA 16.03.22.250.10.f]</p>		
<p>g. Upon the death of a resident with such an account who is a client of the Department, does the facility promptly refund the remaining balance of the resident's personal funds, with a final accounting of such funds, to the Department?</p> <p>[IDAPA 16.03.22.250.10.g]</p>		
<p>11. Access and visitation to include:</p> <p>[IDAPA 16.03.22.250.11]</p>		
<p>a. Immediate access to any resident, by any representative of the Department, by the state Ombudsman for the elderly or his designees, by Co-AD or their designees for individuals with a developmental disability or mental illness, by the Idaho Alliance For Mental Illness or their designee for individuals with a mental illness, or by the resident's physician or authorized provider?</p> <p>[Title 39; 39-3316/39-3516 (7)(a) and IDAPA 16.03.22.250.11.a]</p>		
<p>b. Immediate access to a resident, subject to the resident's right to deny or withdraw consent at any time, by immediate family or other relatives?</p> <p>[Title 39; 39-3316/39-3516 (7)(b) and IDAPA 16.03.22.250.11.b]</p>		
<p>c. Immediate access to a resident, subject to reasonable restrictions and the resident's right to deny or withdraw consent at any time, by others who are visiting with the consent of the resident?</p> <p>[Title 39; 39-3316/39-3516 (7)(c) and IDAPA 16.03.22.250.11.c]</p>		
<p>d. Reasonable access to a resident by any entity or individual that provides health, social; legal, or-other services to the resident, subject to the resident's right to deny or withdraw consent at any time?</p> <p>[Title 39; 39-3316/39-3516 (7) (d) and IDAPA 16.03.22.250.11.d]</p>		
<p>12. Have access by advocates and representatives whose purposes include rendering assistance without charge to residents in order to:</p> <p>[IDAPA 16.03.22.250.12]</p>		
<p>a. Visit, talk with and make personal, social service programs, and legal services available to all residents?</p> <p>[IDAPA 16.03.22.250.12.a]</p>		

<p>b. Inform residents of their rights and entitlements, their corresponding obligations under state, federal, and local laws by distribution of educational materials or discussion in groups, or with individuals, or both?</p> <p>[IDAPA 16.03.22.250.12.b]</p>		
<p>c. Assist residents in asserting their legal rights regarding claims for public assistance, medical assistance, and social security benefits, as well as in all other matters in which residents are interested?</p> <p><u>Note:</u> This assistance may be provided individually, or in a group basis, and may include organizational activity, counseling, and litigation.</p> <p>[IDAPA 16.03.22.250.12.c]</p>		
<p>d. Engage in all other methods of assisting, advising, and representing residents so as to extend to them the full enjoyment of their rights?</p> <p>[IDAPA 16.03.22.250.12.d]</p>		
<p>e. Communicate privately and without restrictions with any resident who consents to the communication?</p> <p>[IDAPA 16.03.22.250.12.e]</p>		
<p>f. Observe all common areas of the facility?</p> <p>[IDAPA 16.03.22.250.12.f]</p>		
<p>13. Posting of Pertinent Advocacy Groups?</p> <p>The names, addresses, and telephone numbers of all pertinent advocacy groups shall be readily available in the facility for resident access. These groups shall include, but not be limited to:</p> <p>[IDAPA 16.03.22.250.13]</p>		
<p>a. The state licensing agency?</p> <p>[IDAPA 16.03.22.250.13.a]</p>		
<p>b. The state Ombudsman for the elderly?</p> <p>[IDAPA 16.03.22.250.13.b]</p>		
<p>c. Co-Ad, Inc., Idaho's Protection and Advocacy System for individuals with a disability?</p> <p>[IDAPA 16.03.22.250.13.c]</p>		
<p>d. Idaho Alliance For Mental Illness for individuals with a mental illness?</p> <p>[IDAPA 16.03.22.250.13.d]</p>		
<p>e. Adult Protection?</p> <p>[IDAPA 16.03.22.250.13.e]</p>		

<p>14. Employment?</p> <p><u>Note:</u> Each resident shall have the right to refuse to perform services for the facility except as contracted for by the resident and the administrator of the facility. If the resident is hired by the facility to perform services as an employee of the facility, the wage paid to the resident and tax withholding shall be consistent with state and federal law.</p> <p>[Title 39; 39-3316/39-3516 (8) and IDAPA 16.03.22.250.14]</p>		
<p>15. Confidentiality of personal and clinical records?</p> <p>[Title 39; 39-3316/39-3516 (9) and IDAPA 16.03.22.250.15]</p>		
<p>16. Freedom from physical, mental or sexual abuse, neglect, corporal punishment, involuntary seclusion, and any physical or chemical restraints imposed for purposes of discipline or convenience?</p> <p>[Title 39; 39-3316 (10) and IDAPA 16.03.22.250.16]</p>		
<p>17. Freedom of religion?</p> <p><u>Note:</u> Each resident shall have the right to practice the religion of his choice or to abstain from religious practice. Residents shall also be free from the imposition of the religious practices of others.</p> <p>[Title 39; 39-3316/39-3516 (10) and IDAPA 16.03.22.250.17]</p>		
<p>18. Control and receipt of health related services, including:</p> <p>[Title 39; 39-3316/39-3516 (12) and IDAPA 16.03.22.250.18]</p>		
<p>a. The right to retain any health related services? Including but not limited to the services of his own persona physician or authorized provider, dentist and other health care professionals?</p> <p>[Title 39; 39-3316/39-3516 (12)(a) and IDAPA 16.03.22.250.18.a]</p>		
<p>b. The right to select the pharmacy or pharmacist of his choice?</p> <p>[Title 39; 39-3316/39-3516 (12)(b) and IDAPA 16.03.22.250.18.b]</p>		
<p>c. The right to confidentiality and privacy concerning his medical condition, dental condition, and treatment?</p> <p>[Title 39; 39-3316/39-3516 (12)(c) and IDAPA 16.03.22.250.18.c]</p>		
<p>19. Voice grievances?</p> <p><u>Note:</u> Each resident shall have the right to voice and file a grievance with respect to treatment or care that is furnished, without discrimination or reprisal for voicing the grievance and the right to prompt efforts by the facility to resolve grievances the resident may have, including those with respect to the behavior of other residents?</p> <p>[Title 39; 39-3316/39-3516 (13) and IDAPA 16.03.22.250.19]</p>		

<p>20. Organize and participate in resident groups in the facility?</p> <p><u>Note:</u> Residents' families have the right to meet in the facility with the families of other residents in the facility.</p> <p>[Title 39; 39-3316/39-3516 (14) and IDAPA 16.03.22.250.20]</p>		
<p>21. Participate in social, religious, and community activities that do not interfere with the rights of other residents in the facility?</p> <p>[Title 39; 39-3316/39-3516 (15) and 16.03.22.250.21]</p>		
<p>22. Examine, upon reasonable request, the results of the most recent survey of the facility conducted by the Department with respect to the facility and any plan of correction in effect with respect to the facility?</p> <p>[Title 39; 39-3316/39-3516 (16) and IDAPA 16.03.22.250.22]</p>		
<p>23. Be transferred or discharged only for medical reasons, or for his welfare or that of other residents, or for nonpayment for his stay and in non-emergency conditions is given at least fifteen (15) calendar days advance written notice prior to the date of discharge or transfer or up to thirty (30) calendar days as agreed to in the admission agreement? (Also to include the right to appeal a discharge)</p> <p>[IDAPA 16.03.22.250.23]</p>		
<p>24. Review a list of other facilities that may be available to meet his needs?</p> <p>[IDAPA 16.03.22.250.24]</p>		
<p>25. Be encouraged and assisted to exercise his rights as a resident and as a citizen, including the right to be informed and to vote?</p> <p>[IDAPA 16.03.22.250.25]</p>		
<p>26. Be informed, in writing, regarding the formulation of an advanced directive to include applicable State law?</p> <p>[IDAPA 16.03.22.250.26]</p>		
<p>27. Other rights established by law?</p> <p>[Title 39; 3316/39-3516 (17) and IDAPA 16.03.22.250.27]</p>		
<p>28. Participate in a Resident Council?</p> <p><u>Note:</u> Every facility over fifteen (15) beds shall assist the residents in establishing and maintaining a resident council. The council shall be composed of residents of the facility and may include their family members. The council may extend membership to advocates, friends and others.</p> <p>The council shall have the following duties:</p> <p>[Title 39; 39-3320/39-3520 (1) and IDAPA 16.03.22.250.28]</p>		

a. To assist the facility in developing a grievance procedure; [Title 39; 39-3320/39-3520 (2)(a) and IDAPA 16.03.22.250.29.a]		
b. To communicate resident opinions and concerns; [Title 39; 39-3320/39-3520 (2)(b) and IDAPA 16.03.22.250.29.b]		
c. To obtain information from the facility and disseminate the information to the residents; [Title 39; 39-3320/39-3520 (2)(c) and IDAPA 16.03.22.250.29.c]		
d. To identify problems and participate in the resolution of those problems; [Title 39; 39-3320/39-3520 (2)(d) and IDAPA 16.03.22.250.29.d]		
e. To act as a liaison with the community; [Title 39; 39-3320/39-3520 (2)(e) and IDAPA 16.03.22.250.29.e]		
29. Waiver of Resident Council? The requirement that every facility over fifteen (15) beds shall assist the residents in establishing and maintaining a resident council may be waived provided the following conditions are met: [Title 39; 39-3320/39-3520 (3) and IDAPA 16.03.22.250.30]		
a. The operator meets regularly with residents? [Title 39; 39-3320/39-3520 (3) and IDAPA 16.03.22.250.30.a]		
b. Residents decline to participate in a formal council? [Title 39; 39-3320/39-3520 (3) and IDAPA 16.03.22.250.30.b]		
c. Appropriate documentation exists to indicate the residents' decision? [Title 39; 39-3320/39-3520 (3) and IDAPA 16.03.22.250.30.c]		
30. Be communicated with in a language they can understand?		
II. Responsibilities of the Administrator Does the facility have a policy that:		
1. Ensures the administrator has a valid residential care administrator's license? [IDAPA 16.03.22.376.04]		
2. States the administrator shall provide supervision for all personnel? [IDAPA 16.03.22.377.01]		

3. States the administrator shall have sufficient personnel: [IDAPA 16.03.22.377.03]		
a. To assure the safety and proper care of the residents in the facility based upon the physical and mental condition of the residents. [IDAPA 16.03.22.377.03.a]		
b. To assure the safety and proper care of the residents in the facility based on the size and layout of the buildings, or both. [IDAPA 16.03.22.377.03.b]		
c. To assure the safety and proper care of the residents in the facility based on the capabilities and training of the personnel. [IDAPA 16.03.22.377.03.c]		
d. To assure the implementation of emergency procedures, including evacuation of the residents, if required, in accordance with the facility's disaster preparedness plan, in the event of fire, disaster, or other threats pertaining to the health, safety, and security of the residents. [IDAPA 16.03.22.377.03.d]		
e. To assure the safety and proper care of the residents in the facility based on compliance with this chapter. [IDAPA 16.03.22.377.03.e]		
2. States the administrator shall develop and provide written job descriptions to personnel who are responsible for providing personal care to residents? [IDAPA 16.03.22.377.04]		
3. States the administrator shall assure that no personnel providing hands-on care or supervision services are less than eighteen (18) years of age? [IDAPA 16.03.22.377.05]		
4. States the administrator shall assign to each employee duties consistent with his level of education, preparation, and experience? [IDAPA 16.03.22.377.06]		
5. States the administrator shall assure that personnel who have a communicable disease, infectious wound, or other transmittable condition and who provide care or services to residents include: [IDAPA 16.03.22.377.09]		
a. Requirement to implement protective infection control techniques approved by the administrator. [IDAPA 16.03.22.377.09.a]		

<p>b. Requirement to work until the infectious stage is corrected or shall be reassigned to a work area where contact with others is not expected and likelihood of transmission of infection is absent.</p> <p>[IDAPA 16.03.22.377.09.b]</p>		
<p>c. Requirement to take other effective steps to avoid spreading the employee's infection.</p> <p>[IDAPA 16.03.22.377.09.c]</p>		
<p>6. States the administrator shall assure that each person employed by the facility, including housekeeping personnel, or contract personnel, or both, who may come into contact with potentially infectious material, are trained in infection control procedures for Universal Precautions?</p> <p>[IDAPA 16.03.22.377.10]</p>		
<p>7. States the administrator shall provide for trained relief personnel to substitute for regular personnel during vacation, illness, or other absences from the facility?</p> <p>[IDAPA 16.03.22.377.11]</p>		
<p>8. States the facility owners shall immediately notify the licensing agency, in writing, of a change in a facility's administrator?</p> <p>[IDAPA 16.03.22.377.12]</p>		
<p>9. States the administrator shall be responsible for the completion, storage, and submission of such reports and records as may be required by the licensing agency?</p> <p>[IDAPA 16.03.22.377.13]</p>		
<p>10. States the administrator shall be responsible for compliance with the Rules for Licensed Residential or Assisted Living Facilities in Idaho?</p> <p>[IDAPA 16.03.22.377.14]</p>		
<p>III. Personnel Policy</p> <p>Are there written personnel policies on file and provided to personnel which:</p>		
<p>1. Describe the employees' rights, responsibilities, and employer's expectations?</p> <p>[IDAPA 16.03.22.399.01]</p>		
<p>2. Include a job description outlining authority, responsibilities, and duties?</p> <p>[IDAPA 16.03.22.399.02]</p>		

III. Operational Policies Does the facility:		
1. Have a policy that ensures the facility does not act as or seek to become the legal guardian of, or have power of attorney for any resident, unless a waiver is granted by the Department? [IDAPA 16.03.22.376.03]		
2. Develop and implement a written set of operational policies which are available at all times? Do they include the following? [IDAPA 16.03.22.420.01]		
a. Appropriate transfer to other facilities for acute medical or other care to include timely transfer when needed. [IDAPA 16.03.22.420.01.a]		
b. Signed release by the resident or legal guardian/conservator for transfer of pertinent information to the receiving facility. [IDAPA 16.03.22.420.01.b]		
c. Arrangements made for emergency medical, dental, or other services. [IDAPA 16.03.22.420.01.c]		
d. Temporary detention of a resident against his will to protect him or others from harm, which shall include how this is to be accomplished, and persons to be notified including the resident's legal guardian/conservator or family, the Department and local law enforcement. [IDAPA 16.03.22.420.01.d]		
e. Maintenance of a log to include documentation indicating any significant change in a resident's physical or mental status and the facility's action or response. A twelve (12) month record of logs shall be maintained in the facility. [IDAPA 16.03.22.420.01.e]		
f. Notification of significant changes in physical or mental condition to the family, legal guardian/conservator, or should there be none, the Department. [IDAPA 16.03.22.420.01.f]		
g. Conditions under which transfer of a resident can be made without prior notification to, or consent of, the family or legal guardian/conservator. [IDAPA 16.03.22.420.01.g]		

h. Assurance that physician's or authorized provider's orders are adhered to. [IDAPA 16.03.22.420.01.b]		
i. Death of a resident while in the facility. [IDAPA 16.03.22.420.01.i]		
j. Provision and maintenance of a system of identifying each resident's personal property and methods for safekeeping of his valuables. Each resident's clothing and other property shall be reserved for his own use. [IDAPA 16.03.22.420.01.j]		
k. Provision for the timely return of the resident's valuables and personal purchases at the time of his transfer, discharge, or death. [IDAPA 16.03.22.420.01.k]		
l. Provisions for smoking or non-smoking. [IDAPA 16.03.22.420.01.l]		
m. Provisions for alerting or calling an operator or attendant during the night and permitting any resident to secure the attention of personnel at any time. [IDAPA 16.03.22.420.01.m]		
n. Plans and procedures for the operation of the physical plant, which include, but are not limited to, utilities, fire safety, and plant maintenance. [IDAPA 16.03.22.420.01.n]		
o. Investigations and review of written reports by the administrator of every incident/accident involving a resident. [IDAPA 16.03.22.420.01.o]		
p. Notification of the resident's family or legal guardian/conservator, or in the case of Department clients, the regional office of the Department, of any unusual happenings to a resident such as accidents, sudden illness, disease, unexplained absence, or death. [IDAPA 16.03.22.420.01.p]		

<p>q. Any physician or authorized provider, nurse, employee of a public or private health facility, or a state licensed or certified residential facility serving vulnerable adults, medical examiner, dentist, Ombudsman for the elderly, osteopath, optometrist, chiropractor, podiatrist, social worker, police officer, pharmacist, physical therapist, or home care worker who has reasonable cause to believe that a vulnerable adult is being or has been abused, neglected, or exploited shall immediately report such information to the Idaho Commission on Aging or its Area Agencies on Aging (Section 39-5303, Idaho Code).</p> <p>[IDAPA 16.03.22.420.01.q]</p>		
<p>r. It is the facility's responsibility to immediately report suspected abuse, neglect, or exploitation of any vulnerable adult to the Commission on Aging. When there is reasonable cause to believe that abuse, or sexual assault has resulted in death or serious physical injury jeopardizing the life, health, or safety of a vulnerable adult resident, the facility must report such information within four (4) hours to the appropriate law enforcement agency. (Refer to Sections 39-5303 and 39-5310, Idaho Code).</p> <p>[IDAPA 16.03.22.420.01.r]</p>		
<p>3. Have a policy that describes the facility's system for handling resident medications in accordance with Section 428 of these rules.</p> <p>[IDAPA 16.03.22.420.02]</p>		
<p>4. Have a policy that includes Behavior Management Programs? If any behavior management is used, is there a policy describing the facility's behavior management program which is:</p> <p>[IDAPA 16.03.22.420.03]</p>		
<p>a. Designed and closely monitored to assure that the interventions of the program are positive.</p> <p>[IDAPA 16.03.22.420.03.a]</p>		
<p>b. The least restrictive and least aversive means of obtaining the desired result.</p> <p>[IDAPA 16.03.22.420.03.b]</p>		
<p>5. Have a policy that includes Habilitation/Training? If appropriate, is there a policy describing the facility's habilitation/training program which includes the following?</p> <p>[IDAPA 16.03.22.420.04]</p>		
<p>a. Is designed to promote optimal independence.</p> <p>[IDAPA 16.03.22.420.04.a]</p>		

<p>b. Maximize the developmental or independence potential of the resident.</p> <p>[IDAPA 16.03.22.420.04.b]</p>		
<p>c. Is provided in the setting that is the least restrictive of the resident's personal liberties.</p> <p>[IDAPA 16.03.22.420.04.c]</p>		
<p>IV. Incidents and Complaints</p> <p>Does the facility have a policy:</p>		
<p>1. That describes the facility's response to incidents and complaints?</p> <p>Each facility shall develop and implement a written incident and complaint policy and procedure which shall include but not be limited to, the following:</p> <p>[IDAPA 16.03.22.421.01]</p>		
<p>a. A method of assuring that the owner, administrator or person designated by the administrator is notified of all incidents or complaints.</p> <p>[IDAPA 16.03.22.421.01.a]</p>		
<p>b. That the owner, administrator or person designated by the owner or administrator has personally investigated and prepared a written report of finding for each incident or complaint.</p> <p>[Title 39; 39-3318/39-3518 (1) and IDAPA 16.03.22.421.01.b]</p>		
<p>c. That the person making the complaint or reporting the incident has received a response of action taken to resolve the matter or a reason why no action needs to be taken.</p> <p>[Title 39; 39-3318/39-3518 (1) and IDAPA 16.03.22.421.01.c]</p>		
<p>d. In the case of an anonymous complaint, the administrator shall document the action taken or a reason why no action needs to be taken.</p> <p>[Title 39; 39-3318/39-3518 (1) and IDAPA 16.03.22.421.01.d]</p>		
<p>2. That includes the administrator's availability for complaints?</p> <p><u>Note:</u> In order to assure the opportunity for complaints from the residents, the neighborhood, and the community to be made directly to the owner, administrator, or person designated by the owner or administrator, each facility shall establish a regular time when the owner, administrator, or person designated by the owner or administrator shall be present to personally respond to such incidents or complaints.</p> <p>[Title 39; 39-3318/39-3518 (2) and IDAPA 16.03.22.421.02]</p>		

<p>3. That includes a log of complaints?</p> <p><u>Note:</u> Each facility shall establish and maintain a separate complaint log that includes a list of all complains lodged, the mane of the person lodging the complaint, the date and time the complaint was lodged, who investigated the complaint, and what actions were taken to resolve the complaint. The complaint log shall be made available for review during visits by the licensing agency.</p> <p>[IDAPA 16.03.22.421.03]</p>		
<p>V. Admission Policy</p> <p>Does the facility have a policy:</p>		
<p>1. For Admissions?</p> <p><u>Note:</u> Each facility shall develop and follow a written admission policy. This written description of services provided by the facility to the residents shall be on file and available to the public and shown to any potential resident, his legal guardian/conservator, or both.</p> <p>The written admission policy shall include as a minimum, but not be limited to, the following:</p> <p>[IDAPA 16.03.22.422.01]</p>		
<p>a. The purpose, quantity, and characteristics of the service.</p> <p>[IDAPA 16.03.22.422.01.3]</p>		
<p>b. Any restrictions or conditions imposed on the resident as a result of religious beliefs or philosophy of the owner or administrator, any particular dietary beliefs, or any unusual restrictions or practices or both regardless of the reason.</p> <p>[IDAPA 16.03.22.422.01.b]</p>		
<p>c. Any limitations concerning delivery of routine personal care by persons of the opposite sex.</p> <p>[IDAPA 16.03.22.422.01.c]</p>		
<p>d. Placement to meet the needs of the resident. The health, number, age, and sex of children or other adults in the facility shall be taken into account in evaluating the appropriateness of a placement for meeting the needs of an adult.</p> <p>[IDAPA 16.03.22.422.01.d]</p>		

<p>2. That includes review prior to admission?</p> <p><u>Note:</u> Services offered, charges, and information required of residents shall be reviewed with the potential resident or his legal guardian/conservator prior to admission.</p> <p>[IDAPA 16.03.22.422.02]</p>		
<p>3. That includes a fee description?</p> <p><u>Note:</u> A written description of how fees shall be handled by the facility for a partial month's care shall be included.</p> <p>[IDAPA 16.03.22.422.03]</p>		
<p>4. That includes a notice of increase of monthly fee?</p> <p><u>Note:</u> Resident or resident's legal guardian/conservator shall be notified in writing of an increase in the facility monthly rates at least thirty (30) calendar days prior to such a raise in monthly rates.</p> <p>[IDAPA 16.03.22.422.04]</p>		
<p>5. That includes an agreement to handle funds?</p> <p><u>Note:</u> A written agreement whether or not the facility shall accept responsibility for the residents' personal funds shall be available.</p> <p>[IDAPA 16.03.22.422.05]</p>		
<p>6. That includes a statement about a signed admission agreement?</p> <p><u>Note:</u> The admission agreement must be signed by the resident or his legal guardian/conservator and a representative of the facility.</p> <p>[Title 39; 39-3313/39-3513 and IDAPA 16.03.22.422.06]</p>		
<p>7. That includes policies of acceptable admissions?</p> <p>Write descriptions of the conditions for admitting residents to the facility that include the following:</p> <p>[IDAPA 16.0342.422.07]</p>		
<p>a. No resident shall be admitted or retained for whom the facility does not have the capability or services to provide appropriate care, or who requires a level of service, or type of service for which the facility is not licensed to provide or which the facility does not provide or arrange for, or if the facility does not have the personnel, appropriate in numbers and with appropriate skill to provide such services.</p> <p>[IDAPA 16.03.22.422.07.a]</p>		

<p>b. No resident shall be admitted or retained who requires ongoing skilled nursing, intermediate care, or care not within the legally licensed authority of the facility unless there are specialized facility provisional agreements with the Department that allow for skilled nursing or intermediate care.</p> <p>[IDAPA 16.03.22.422.07.b]</p>		
<p>c. No resident shall be admitted or retained who requires ongoing highly technical skilled nursing procedures. Limited nursing services will require a nurse on site during the nursing procedure.</p> <p>[IDAPA 16.03.22.422.07.c]</p>		
<p>d. No resident shall be admitted or retained who requires skilled nursing care on a twenty-four hour basis.</p> <p>[IDAPA 16.03.22.422.07.d]</p>		
<p>e. No resident shall be admitted or retained with pressure ulcers or open wounds that are not healing.</p> <p>[IDAPA 16.03.22.422.07.e]</p>		
<p>f. No resident shall be admitted or retained with draining wounds for which the drainage cannot be contained.</p> <p>[IDAPA 16.03.22.422.07.f]</p>		
<p>g. No resident shall be admitted or retained who is beyond the level of fire safety provided by the facility.</p> <p>[IDAPA 16.03.22.422.07.g]</p>		
<p>h. No resident shall be admitted or retained whose physical, emotional, or social needs are not compatible with the other residents in the facility.</p> <p>[IDAPA 16.03.22.422.07.h]</p>		
<p>8. That includes categories of residents?</p> <p><u>Note:</u> The facility shall notify potential residents of the types of populations it specializes in serving and it will not discriminate on the basis of race, color, national origin, religion, sex, or disability.</p> <p>[IDAPA 16.03.22.422.08]</p>		
<p>9. That includes admission of residents?</p> <p><u>Note:</u> The facility shall not admit any residents without a written order by the attending physician or authorized provider or authorization by the Department.</p> <p>[IDAPA 16.03.22.422.09]</p>		

<p>10. That includes short term care admissions for fourteen (14) days or less?</p> <p><u>Note:</u> Facilities may provide care for potential residents that meet regular admission requirements including physician or authorized provider orders for diet, treatment, medications, and an authorized negotiated service agreement. No admission is permitted that places the facility over its licensed bed capacity.</p> <p>[IDAPA 16.03.22.422.10]</p>		
<p>VI. Admission Agreement</p> <p>Does the facility have a policy:</p>		
<p>1. That includes Admission Agreements?</p> <p><u>Note:</u> Prior to or on the day of admission to the facility, the facility and the resident or the resident's legal guardian/conservator shall enter into an admission agreement. The agreement shall be in writing and shall be signed by both parties. The admission agreement may be integrated with the negotiated service agreement provided that all requirements for the negotiated service agreement and admission agreement are met.</p> <p>The admission agreement shall include at a minimum the following:</p> <p>[Title 39; 39-3313/39-3513 and IDAPA 16.03.22.423.01]</p>		
<p>a. Services that the facility shall provide including, but not limited to, daily activities, recreational activities, maintenance of self-help skills, assistance with activities of daily living, arrangements for medical and dental services, provisions for trips to social functions, special diets, and arrangements for payments.</p> <p>[IDAPA 16.03.22.423.01.a]</p>		
<p>b. Whether or not the resident shall assume responsibility for his own medication including reporting missed medication or medication taken on a PRN basis.</p> <p>[IDAPA 16.03.22.423.01.b]</p>		
<p>c. Whether or not the facility shall accept responsibility for the residents' personal funds.</p> <p>[IDAPA 16.03.22.423.01.c]</p>		
<p>d. How a partial month's refund shall be handled.</p> <p>[IDAPA 16.03.22.423.01.d]</p>		
<p>e. Responsibility for valuables belonging to the resident and provision for the return of resident's valuables should the resident leave the facility.</p> <p>[IDAPA 16.03.22.423.01.e]</p>		

<p>f. Fifteen (15) calendar days' written notice or up to thirty (30) days as agreed to in the admission agreement prior to transfer or discharge on the part of either party.</p> <p>[IDAPA 16.03.22.423.01.f]</p>		
<p>g. Conditions under which emergency transfers shall be made.</p> <p>[IDAPA 16.03.22.423.01.g]</p>		
<p>h. Permission to transfer pertinent information from the resident's medical record to an acute care facility, nursing facility, licensed residential or assisted living facility, or certified family home.</p> <p>[IDAPA 16.03.22.423.01.h]</p>		
<p>i. Resident responsibilities as appropriate.</p> <p>[IDAPA 16.03.22.423.01.i]</p>		
<p>j. Other information as may be appropriate.</p> <p>[IDAPA 16.03.22.423.01.j]</p>		
<p>k. Written documentation of the resident's preference regarding the formulation of an Advance Directive in accordance with Idaho state law and any resuscitation measures the facility may perform. If applicable, a copy of the resident's Advance Directive shall be available.</p> <p>[IDAPA 16.03.22.423.01.k]</p>		
<p>2. That includes conditions of termination of the Admission Agreement?</p> <p>The admission agreement shall not be terminated except under the following conditions:</p> <p>[Title 39; 39-3314/39-3514 and IDAPA 16.03.22.423.02]</p>		
<p>a. By written notification by either party giving the other party fifteen (15) calendar days written notice or up to thirty (30) calendar days as agreed to in the admission agreement.</p> <p>[IDAPA 16.03.22.423.02.a]</p>		
<p>b. The resident's mental or physical condition deteriorates to a level requiring evaluation, service, or both that cannot be provided in a facility.</p> <p>[IDAPA 16.03.22.423.02.b]</p>		
<p>c. Nonpayment of the resident's bill.</p> <p>[IDAPA 16.03.22.423.02.c]</p>		

<p>d. In emergency conditions a resident may be transferred out of the facility without fifteen (15) days written notice or up to thirty (30) days as agreed to in the admission agreement to protect the resident or other residents in the facility from harm.</p> <p>[IDAPA 16.03.22.423.02.d]</p>		
<p>e. Other written conditions as may be mutually established between the resident, the resident's legal guardian/conservator, and the administrator of the facility at the time of admission.</p> <p>[IDAPA 16.03.22.423.02.e]</p>		
<p>VII. Resident Charges and Financial Records</p> <p>Does the facility have a policy:</p>		
<p>1. That includes resident funds?</p> <p><u>Note:</u> If a resident's funds are turned over to the facility or administrator for any purpose other than payment for services allowed under these rules, or if the facility administrator, his relative, or personnel act as resident payee, the facility will be deemed to be handling residents' funds.</p> <p>Each facility shall develop and implement a policy and procedure outlining how residents' funds shall be handled. This policy and procedure shall include, but not be limited to, the following:</p> <p>[IDAPA 16.03.22.427.01]</p>		
<p>a. The facility policy and procedure shall state whether the facility shall or shall not handle residents' funds.</p> <p>[IDAPA 16.03.22.427.01.a]</p>		
<p>b. This policy or procedure shall be clearly stated in the admission policy and in the admission agreement.</p> <p>[IDAPA 16.03.22.427.01.b]</p>		
<p>c. If the facility is deemed to manage funds and the resident leaves the facility under any circumstances, the facility can only retain room and board funds prorated to the last day of the fifteen- (15) day notice period, or thirty- (30) day notice period per agreement, or upon moving from the facility, whichever is later. All remaining funds must follow the resident, and resident funds must be used for resident expenses until a new payee is appointed.</p> <p>[IDAPA 16.03.22.427 .01.c]</p>		

<p>2. That includes handling of resident funds?</p> <p>If the facility agrees to handle residents' funds, the following shall apply:</p> <p>[IDAPA 16.03.22.427.02]</p>		
<p>a. A separate trust account must be established for each resident. There can be no commingling of resident funds with facility funds. Borrowing between resident accounts is prohibited;</p> <p>[Title 39; 39-3316/39-3516 (5)(a) and IDAPA 16.03.22.427.02.a]</p>		
<p>b. Each resident shall be notified that a trust fund is available for his use if he needs this service.</p> <p>[IDAPA 16.03.22.427.02.b]</p>		
<p>c. If it is determined that a resident needs the use of a trust fund service, the facility shall be required to deposit the residents' funds into a trust fund.</p> <p>[IDAPA 16.03.22.427.02.c]</p>		
<p>d. A provision to bill each resident for his facility care charges on a monthly basis from the trust account.</p> <p>[IDAPA 16.03.22.427.02.d]</p>		
<p>e. A provision to document on a monthly or on a weekly basis any financial transactions in excess of five dollars (\$5) between the resident and the facility or any of the facility's personnel. A separate transaction record shall be maintained for each resident.</p> <p>[IDAPA 16.03.22.427.02.e]</p>		
<p>f. In any case in which the facility cannot produce proper accounting records of residents' funds or property, the facility shall be presumed to owe the funds not accounted for to the resident and restitution of the funds to the resident shall be a condition for continued operation of the facility.</p> <p>[IDAPA 16.03.22.427.02.f]</p>		
<p>g. The facility shall not require the resident to purchase goods or services from the facility for other than those designated in the admission policies, or the admission agreement, or both.</p> <p>[IDAPA 16.03.22.427.02.g]</p>		
<p>h. The facility shall afford the resident or the resident's legal guardian/conservator or person of the resident's choosing access to the resident's financial record.</p> <p>[Title 39; 39-3316/39-3516 (6)(b) and IDAPA 16.03.22.427.02.h]</p>		

<p>i. The facility shall afford the resident access to his funds at least between the hours of 7 a.m. to 11 p.m. seven (7) days per week.</p> <p>[IDAPA 16.03.22.427.02.i]</p>		
<p>j. Upon the death of a private-pay resident with a trust fund, the facility must convey the resident's personal funds and a final accounting of such funds to the individual administering the resident's estate within thirty (30) days.</p> <p>[IDAPA 16.03.22.427.02.j]</p>		
<p>k. Upon the death of a client of the Department with a trust fund, the facility must convey the resident's personal funds and a final accounting of such funds to the Department within thirty (30) calendar days.</p> <p>[IDAPA 16.03.22.427.02.k]</p>		
<p>VIII. Medication Standards and Requirements</p> <p>Does the facility:</p>		
<p>1. Develop and implement a written medication policy and procedure?</p> <p><u>Note:</u> The medication policy and procedure shall outline in detail the procedures to be followed regarding the delegation of medications and to include the requirements of the Administrative Rules of the Board of Nursing, IDAPA 23. 01.01, "Rules of the Board of Nursing," Subsection 010.05, Section 400, Subsections 400.02, 400.04, and 400.05 where applicable.</p> <p>The medication policy shall include, but not be limited to, the following:</p> <p>[IDAPA 16.03.22.428.01]</p>		
<p>a. The licensed nurse will train the CNA/care providers in the curriculum of "Basic Assistance with Medication" and the "Expanded Assistance with Medication" courses as mandated by the Idaho Board of Nursing. This written material and skills training will enable the licensed nurse to delegate the assistance with medication in the follow areas:</p> <ol style="list-style-type: none"> 1. Performance of the act; 2. Reporting of any observations of the client's change in status and any relevant emergency procedures; 3. Assist with oral medications to include breaking a scored tablet or crushing a tablet; 4. Instilling of eye, ear, and nose drops; 5. Administer medications through a gastric tube; 6. Insertion of suppositories; 7. Assist residents with hand-held inhalers, nebulizers (non-positive pressure); 8. Application of topical medications; 		

<p>b. Prior to delegation assistance with medication to a CNA/care provider, the licensed nurse must determine that:</p> <ol style="list-style-type: none"> 1. The resident is stable; 2. The delegates are competent to perform the care; 3. The outcome is acceptable when performed by the delegates; 		
<p>c. Staff assisting residents with medications shall be trained by the licensed nurse regarding the relevant procedures and shall have completed the required medication certification course, prior to assisting residents with medications.</p>		
<p>d. An inventory of narcotic medications shall be maintained.</p>		
<p>e. A registered nurse shall prepare the negotiated service agreement in the section for assistance with medications.</p> <p>[IDAPA 16.03.22.428.01 and IDAAPA 23. 01.01, "Rules of the Board of Nursing," Subsection 010.05, Section 400, Subsections 400.02, 400.04, and 400.05, where applicable]</p>		
<p>2. Have a policy that includes when the resident is granted responsibility for his own medication, there shall be a recommendation by a registered nurse on the negotiated service agreement stating that the resident is capable of self-administration, and an order from the resident's primary physician or authorized provider?</p> <p>[IDAPA 16.03.22.428.01.a]</p>		
<p>3. Have systems and policies in place to protect residents from obtaining medications that are being stored either in individual resident rooms or by the facility?</p> <p>[IDAPA 16.03.22.428.01.b]</p>		
<p>4. Have a policy that includes that the facility administrator shall be responsible for providing the necessary assistance to the resident in taking his medication?</p> <p>[IDAPA 16.03.22.428.01.c]</p>		
<p>5. Have a policy that includes medication refused by the resident, not given to the resident, or not taken by the resident shall be documented with the reason for the omission?</p> <p><u>Note:</u> All PRN medications shall be documented with the reason for taking the medication.</p> <p>[IDAPA 16.03.22.428.01.d]</p>		

<p>6. Have a policy that includes what medication distribution systems the facility will utilize?</p> <p><u>Note:</u> The medication system must be filled by a pharmacist and appropriately labeled in accordance with pharmacy standards. A licensed nurse may fill Medi-sets, which must be appropriately labeled with medication name, dosage, amount and time to be taken, and special instructions if appropriate.</p> <p>[IDAPA 16.03.22.428.02]</p>		
<p>7. Have a policy that includes assistance with medication?</p> <p><u>Note:</u> PRN medications and temporary routine medications of fourteen (14) days or less may be maintained in an appropriately labeled multi-dose container. Each medication must be given to the resident directly from the Medi-set, blister pack, or medication container. The resident must be observed taking the medication.</p> <p>[IDAPA 16.03.22.428.03]</p>		
<p>8. Have a policy that includes unused medication?</p> <p><u>Note:</u> Unused or discontinued medications shall not accumulate at the facility for longer than thirty (30) days, unless there is reason to believe that the medication will be reordered by the attending physician or authorized provider within a reasonable length of time. The unused medication may be returned to the dispensing pharmacy for credit as allowed by IDAPA 27.01.01, “Rules of the Idaho Board of Pharmacy,” or shall be disposed of in a manner that assures that it cannot be retrieved.</p> <p>A written record of all disposal of drugs shall be maintained in the facility, and shall include:</p> <p>[IDAPA 16.03.22.428.04]</p>		
<p>a. A description of the drug, including the amount.</p> <p>[IDAPA 16.03.22.428.04.a]</p>		
<p>b. The resident for whom the medication was prescribed.</p> <p>[IDAPA 16.03.22.428.04.b]</p>		
<p>c. The reason for disposal.</p> <p>[IDAPA 16.03.22.428.04.c]</p>		
<p>d. The method of disposal.</p> <p>[IDAPA 16.03.22.428.04.d]</p>		
<p>e. Signatures of responsible facility personnel and a witness.</p> <p>[IDAPA 16.03.22.428.04.e]</p>		

IX. Activities Does the facility:		
1. Develop and implement a written activities policy? <u>Note:</u> Each facility shall assist, encourage, and promote residents to maintain and develop their highest potential for independent living through their participation in recreational and other activities. [IDAPA 16.03.22.429.01]		
2. Have a policy that includes activity opportunities? The facility shall provide opportunities so the following activities are available to residents: [IDAPA 16.03.22.429.02]		
a. Socialization (e.g., group discussion, conversation, recreation, visiting, arts and crafts, and music). [IDAPA 16.03.22.429.02.a]		
b. Daily living activities to foster and maintain independent functioning. [IDAPA 16.03.22.429.02.b]		
c. Physical activities such as games, sports, and exercises which develop and maintain strength, coordination, and range of motion. [IDAPA 16.03.22.429.02.c]		
d. Education through special classes or activities. [IDAPA 16.03.22.429.02.d]		
e. Leisure time so residents may engage in activities of their own choosing. [IDAPA 16.03.22.429.02.e]		
3. Have a policy that includes community resources for activities? <u>Note:</u> The facility shall utilize community resources to promote resident participation in integrated activities of their choice both in and away from the facility. [IDAPA 16.22.03.429.03]		

X. Food Service and Menus Does the facility:		
1. Have a nutritional care policy? <u>Note:</u> Facilities with a licensed bed capacity of sixteen (16) or more residents shall have written policies and procedures for providing proper nutritional care of its residents whether provided by the facility or a third party. Policies shall include at least the following: [IDAPA 16.03.22.450.02]		
a. Job descriptions. [IDAPA 16.03.22.450.02.a]		
b. Personnel responsibilities. [IDAPA 16.03.22.450.02.b]		
c. Procedures to follow if a resident refuses food. [IDAPA 16.03.22.450.02.c]		
d. Food handling and sanitation procedures. [IDAPA 16.03.22.450.02.d]		
XI. Smoking <u>Note:</u> Nothing in this section requires that smoking be permitted in a facility whose admission policies prohibit smoking. Does the facility:		
1. Have a policy for smoking? <u>Note:</u> The facility shall develop written rules governing smoking. These rules shall be adopted, posted, and made known to all facility personnel, residents, and the public, to include: [IDAPA 16.03.22.500.20]		
a. Prohibiting smoking in any area where flammable liquids, gasses, or oxidizers are in use or stored. [IDAPA 16.03.22.500.20.a]		
b. Prohibiting residents from smoking in bed. [IDALA 16.03.22.500.20.b]		
c. Prohibiting unsupervised smoking by residents so affected by medication. [IDAPA 16.03.22.500.20.c]		

d. Prohibiting smoking in areas where combustible supplies or materials are stored. [IDAPA 16.03.22.500.20.d]		
e. Designating areas for personnel, resident, and public smoking. [IDAPA 16.03.22.500.20.e]		
XII. Disaster Preparedness Does the facility:		
1. Have a policy for disaster preparedness? <u>Note:</u> Each facility shall develop and implement a disaster preparedness plan to follow in the event of fire, explosion, flood, earthquake, high wind, or other disaster to include: [IDAPA 16.03.22.500.21]		
a. Written procedures outlining steps to be taken in the event of a fire including who is to respond, each person's responsibilities, to where residents are to be evacuated, and notification of the fire department. [IDAPA 16.03.22.500.21.a]		
b. Information as to where residents shall be taken in the event the building cannot be immediately reentered. A written agreement shall be developed between the facility and the location to which residents are to be relocated. [IDAPA 16.03.22.500.21.b]		
c. Documentation shall be available in each facility indicating that the residents have been advised, upon admission, of actions required under emergency conditions. [IDAPA 16.03.22.500.21.c]		
XIII. Hourly Adult Care If offered, does the facility:		
1. Develop and implement policies governing the acceptance of individuals to the hourly adult care program? Policies governing acceptance of individuals to the hourly adult care program shall include: [IDAPA 16.03.22.675.01]		
a. Types of individuals who may not be accepted. [IDAPA 16.03.22.675.01.a]		

b. Health and other pertinent information regarding the individual's needs. [IDAPA 16.03.22.675.01.b]		
c. Emergency telephone numbers of family members and physician or authorized provider and other identification information. [IDAPA 16.03.22.675.01.c]		
d. Written policies shall be available to participants, families and general public. [IDAPA 16.03.22.675.01.d]		
2. Have a policy for hourly adult care operation? <u>Note:</u> Policies shall be developed and implemented governing the operation of the hourly adult care program. The policies shall include the following: [IDAPA 16.03.22.675.02]		
a. Time periods of program not to exceed fourteen (14) consecutive hours in a twenty-four (24) hour period. [IDAPA 16.03.22.675.02.a]		
b. Cost of program to client. [IDAPA 16.03.22.675.02.b]		
c. A description of services offered, including but not limited to meals, activities, transportation services (if offered), and supervision. [IDAPA 16.03.22.675.02.c]		
d. Records required. [IDAPA 16.03.22.675.02.d]		
XIII. Specialized Programs of Care If a facility:		
1. Offers the Dementia Program of Care, has the facility developed and implemented policies that include:		
a. A description of the population to be served?		
b. A statement of philosophy, objectives, and beliefs upon which decisions will be made regarding the care and services to be provided and the expected results?		
c. A description of the admission and discharge criteria?		

d. A description of security systems?		
e. Policies and procedures developed for the program of care for persons with dementia to include admission; missing resident; precautions for hazardous materials; and uncontrollable behavior?		
f. A proposed staffing pattern?		
g. A plan for specialized personnel training to include Alzheimer's and dementia, symptoms and behavior of memory-impaired people, communication with memory-impaired people, resident adjustment, problematic behaviors and appropriate interventions, activities of daily living, and stress reduction for residents and personnel)?		
h. A description of programs for activities and social services?		
2. Offers the Developmental Disability Program of Care, has the facility developed and implemented policies that include:		
a. A description of the population to be served?		
b. A statement of philosophy, objectives, and beliefs upon which decisions will be made regarding the care and services to be provided and the expected results?		
c. A description of the admission and discharge criteria?		
d. Policies and procedures developed for the program of care for persons with a developmental disability to include, but not limited to, behaviors, threats of suicide, and a crisis plan?		
e. A proposed staffing pattern?		
f. A plan for specialized personnel training?		
g. A description of programs for activities and social services?		
h. A description of the program as it supports rehabilitation/training through the Negotiated Service Agreement and Uniform Assessment Instrument?		
3. Offers the Mentally Ill Program of Care, has the facility developed and implemented policies that include:		
a. A description of the population to be served?		
b. A statement of philosophy, objectives, and beliefs upon which decisions will be made regarding the care and services to be provided and the expected results?		

c. A description of the admission and discharge criteria?		
d. Policies and procedures developed for the program of care for persons with a mental illness to include, but not limited to, delusions, hallucinations, threats of suicide, resulting behaviors, and a crisis plan?		
e. A proposed staffing pattern?		
f. A plan for specialized personnel training?		
g. A description of programs for activities and social services?		
4. Offers the Traumatic Brain Injury Program of Care, has the facility developed and implemented policies that include:		
a. A description of the population to be served?		
b. A statement of philosophy, objectives, and beliefs upon which decisions will be made regarding the care and services to be provided and the expected results?		
c. A description of the admission and discharge criteria?		
d. Policies and procedures developed for the program of care for persons with a traumatic brain injury to include, but not limited to, impulse control, depression, threats of suicide, resulting behaviors, and a crisis plan?		
e. A proposed staffing pattern?		
f. A plan for specialized personnel training?		
g. A description of programs for activities and social services?		
h. A description of the program as it supports rehabilitation/training through Negotiated Service Agreement and Uniform Assessment Instrument?		